



## Student Quick Start Guide

Welcome to Switched-On Online™!

This guide will help you to quickly and easily utilize the Switched-On Online software.

### GETTING STARTED:

Open your web browser. Type the web address that links you to Switched-On Online. The address takes this form: <http://yourschoolname.switchedononline.com>

**HOME USERS:** If you would like Switched-On Online to check your computer for compatibility, click the life preserver icon at the top right corner of the screen, and choose "Check My System". Download any recommended software.

**Login:** Type in your case sensitive user name and password your teacher provided. Your teacher can help if you are having trouble of forget how to login.

**Home Page:** This page contains your Welcome Message, Message of the Day, Projects, Weekly Schedule, and Message Center.

### START WORK:

To start working, choose a subject and click it. The program takes you directly to the assignment you are scheduled to work on.

#### The Calendar:

If your teacher has linked your schoolwork to a calendar and weekly schedule, your home page shows a tab, like a file folder, for each subject assigned to you. Just click a subject tab and click the course title to get started.

Weekly Schedule				
g_hvn_2010	g_com_2010	o_pfi_2010	o_esc_2010	g_bcs1b_2010
This week in <u>Vietnam Era (2010)</u>				
Monday 2010-06-21	Tuesday 2010-06-22	Wednesday 2010-06-23	Thursday 2010-06-24	Friday 2010-06-25
Vietnam	Early History	French Indochina	Quiz 1: Toward French Colonization	Nationalist Movement

If you do not have specific due dates assigned, your home page just lists all of your assigned subjects. To start working, choose a subject and click the hyperlink course title. The program will take you directly to the assignment you're supposed to work on.

**CRx MODE:** Any courses assigned to you in **CRx Mode** must be accessed from your **Home** page, either from the assigned subjects list or the **Weekly Schedule**. Do not access them from the **My Courses** button.

#### My Courses

Click course title to start work

- [English III \(2010\)](#)
- [Business Computer Information Systems I-B \(2010\)](#)
- [Civil War \(2010\)](#)
- [Earth Science \(2010\)](#)
- [Consumer Math \(2010\)](#)

Each course consists of units (usually 10 for full year courses). Units break down into four types of assignments: lessons, projects, quizzes, and tests.

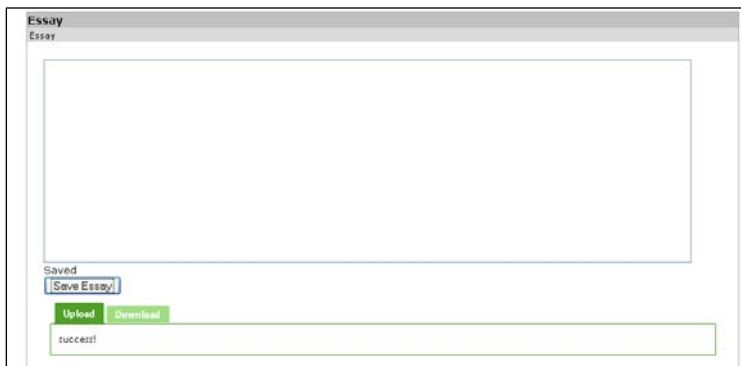
- **Lesson/Review Questions:** Once you finish reading a lesson, work the problems and answer the questions that follow. There are a number of different problem types, for example, multiple choice, fill-in-the-blank, matching, true/false, click and place.
- **Answering:** After working a problem, click anywhere on the screen to send your answer over the Internet to your school's Switched-On Online website. (There is an indicator on the far right side of the question. It flashes "Success" if your answer successfully made it to its destination. Do not rush to answer questions; otherwise they may not register with the system.) You can change any of your answers until you click **Finish Assignment** at the bottom of the lesson. Remember, the lesson may have multiple sections. Don't click **Finish Assignment** until you complete the last section!
- **Connection to Server Lost:** If this message window pops up, click the link to attempt to reconnect before you answer another question or click the **Finish Assignment** button.
- **Quizzes and Tests:** Most units have two to five quizzes and a final unit test. There are two different quiz/test taking options.
  1. **Standard:** In a standard quiz or test, you can scroll through all of the questions and answer them in order, or skip around.
 

**Note:** Clicking the **Back** button after finishing a test can cause the answer key to malfunction and negatively affect your score.
  2. You can change your answers as many times as you need until you are satisfied with your answers. When you are ready to submit your quiz or test for grading, click the **Finish Assignment** button. Once you leave the quiz or test you cannot go back into it. All unanswered questions are graded as "0" points.
- **Projects:** Generally, you enter your project in a large text box at the bottom of the project page. You also have the option of selecting from a number of applications (Flash, Excel, PowerPoint, except an executable file) to create a project. The maximum file size is 10 MB. You just open the application you want to use (or the one that was identified by your teacher), create your project and save it. Click the **Upload** tab, locate and upload the project file you just created. Watch for the "success" message below the **Upload** tab to verify that the file was successfully uploaded.

Either way, be sure you click the **Save** button before leaving the page to save your work.

You must save your work before you click the **Finish Assignment** button; otherwise your work is NOT saved.

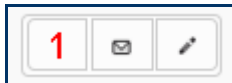
**TIP:** You may want to use a word processor to complete projects. Copy and paste the completed text from the word processor into the answer window. Click the **Save** button, then send the project to your teacher for grading.



- **Tools:** While working on assignments you have two tools in the left column to help you; a translation feature and a reference feature. Browser pop-ups must be enabled for these features to work.
  - To use the **Translation** feature, highlight the area you want to translate, select a language using the drop-down menu, and click **Translate To...** A pop-up box with the translated text opens.
  - To use the **Reference** feature, highlight the word you want to learn more about and click **Reference**. A pop-up with the reference information opens.

*Browser pop-ups must be enabled for these features to work.*

- **Getting Help:** If you are having trouble with a question you can leave a message for your teacher and move on. Click the **Help** button located near the top of the question box. Type in a message to your teacher explaining the trouble you are having and then click **Save Help**. This problem is then sent to the teacher so you can continue working.
- **Completing an Assignment:** After you complete the last problem, click anywhere on the page to send your answer. Then click the **Finish Assignment** button. This tells the program to grade your assignment.
- **Answer Key:** If you have met the pass threshold, you maybe allowed to reopen the lesson to see which questions you did not answer correctly. You can only see one problem and answer at a time. If the lesson is reassigned to you, you cannot access the answer key.
- **Returned Work/Relooped Lessons:** If you had trouble understanding a lesson, you may find yourself automatically returned to a lesson that you thought you had finished!
  - The lesson loops back to you if you haven't answered enough questions correctly and passed the threshold.
  - Your teacher, who is grading your assignment and answering your messages, may want you to take another look. You might need to redo some work. Check the note/help box to see what your teacher has written. If there is no note, redo the problem, and continue.
- **Sending Messages:** In addition to problem notes, a note box appears at the top of each assignment where your teacher can leave notes for you. The note boxes are activity specific, meaning there is a different note box for each lesson, quiz, test, or special project. You may also be able to exchange messages with your teacher using the **Messages** button or the **Message Center** in the left column of every page.
- **Grading:** Your teacher grades all paragraph answers, essays, and projects. Your grades are not final until your teacher has gone through your work. The grades for each completed lesson are displayed on the unit detail screen. The unit overview screen displays the average for each unit. The main subject screen shows the cumulative grade for each course.



**Message Center:** The number of unread messages you have is displayed in red. To send a quick message, click the pencil icon on the right, to read one that just arrived, click the envelope in the middle, and to open the full **Message Center**, click the number to the far left. You may also use the **Message** button to access the full messaging feature. Both are available from every screen. To send a quick message, or read one that just arrived, right-click the **Message Center** to open a small menu displaying your options. The **Message Center** does not appear if your administrator did not give you permission to use this feature.



**Note:** Students may only send messages to their assigned teachers or reply to a message sent by an administrator or other teacher.

**My Settings:** Allows you to change your password if this feature was activated by your administrator.

**Logout:** When you finish working in the Switched-On Online environment, be sure to log out. Switched-On Online automatically logs you out after approximately 60 minutes of inactivity, but it is always a good idea to logout if you are away from your desk. When you logout you are returned to the **Login** page.

We hope that your experience will be challenging, enjoyable, and rewarding. Again, welcome to Switched-On Online!